

OS REGISTRY

9 DEC 1987

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

William F. Donnelly
Deputy Director for Administration

EXTENSION

NO.

DDA 87-2589

DATE

8 December 1987

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

D/OS

Bldg

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DDA 87-2589
7 December 1987

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Information Technology
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training & Education

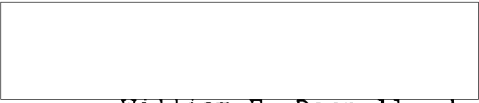
FROM: William F. Donnelly
Deputy Director for Administration

SUBJECT: Action Agenda for Calendar Year 1988

1. By 4 January 1988 I would like to receive from each of you a list of objectives, tasks, priorities--whatever you choose to call them--you have set for your office for calendar year 1988. I will compile these (some or all) into a memorandum for the DCI which is due on 8 January.

2. Your papers should not exceed one page in length.

STAT


William F. Donnelly

cc: ADDA